

CSS Workplan

U.S. Department of Housing & Urban Development
Office of Public & Indian Housing
Office of Urban Revitalization

HOPE VI Community & Supportive Services

Grantee Name: _____
Executive Director: _____
HOPE VI Coordinator: _____
Planning Team Members: _____

TA Provider: _____
Dated: _____

Revised 1/1/99

1st draft

2nd draft

Final Plan

COMMUNITY AND SUPPORTIVE SERVICES WORKPLAN

- I. Describe community needs assessment process that you used to establish the basis for the self-sufficiency and support service plan. **(If you have not done your community needs assessment, enter all of the steps you will take below under “to be accomplished” and in the CSS Milestones and Tasks table.)**

ACCOMPLISHED TO DATE:

TO BE ACCOMPLISHED:

COMMUNITY AND SUPPORTIVE SERVICES MILESTONES AND TASKS

#	TASK: (LIST SPECIFIC ACTIVITIES)	ASSIGNED TO (NAME, DEPARTMENT)	BEGINNING DATE	ENDING DATE
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COMMUNITY AND SUPPORTIVE SERVICES MILESTONES AND TASKS

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COMMUNITY AND SUPPORTIVE SERVICES WORKPLAN

- II.** Describe key community partners. Is there an MOU with the local TANF agency? If yes please provide. Is there an MOU with the local PIC? If yes please provide. Is there a Community Task Force in place? Please describe roles and responsibilities of members.

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TO BE ACCOMPLISHED:

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COMMUNITY AND SUPPORTIVE SERVICES WORKPLAN

- III.** Develop programs/services matrix that clearly demonstrates the relationship between community needs and services to be provided.

ACCOMPLISHED TO DATE:

TO BE ACCOMPLISHED:

PROGRAMS/SERVICES MATRIX

Needs Established by Assessment	Ongoing Initiatives	Lead Agency	Brief Description	Partners	# of Participants Projected	Status of Activity (Ongoing or Proposed Start Date)	Existence of Evaluation Mechanism	Eligible Under TANF Plan
Youth Activities/Job Training/Employment								
Career Training/Employment								
Youth Activities/Cultural Arts								
Employment Skills & Training/Employment								
Day Care/Employment Skills/Employment								
Asset Accumulation/Employment Skills								
Employment Skills								
Transportation								
Job Readiness								
Health Care								

COMMUNITY AND SUPPORTIVE SERVICES WORKPLAN

- IV.** Define specific goals and objectives for achieving self-sufficiency for residents of the HOPE VI site. They should be quantifiable and measurable in the areas of: employment, education, Section 3, child care, transportation, etc.

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TO BE ACCOMPLISHED:

COMMUNITY AND SUPPORTIVE SERVICES MILESTONES AND TASKS

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COMMUNITY AND SUPPORTIVE SERVICES WORKPLAN

- V.** Describe the process for selecting and monitoring service providers. Include a description of your process for performance-based contracting. If there are contracts signed for services, please describe and provide amounts of contracts. **(Use the Milestones and Tasks table to provide details of any activities you plan to undertake.)**

ACCOMPLISHED TO DATE:

TO BE ACCOMPLISHED:

COMMUNITY AND SUPPORTIVE SERVICES MILESTONES AND TASKS

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COMMUNITY AND SUPPORTIVE SERVICES WORKPLAN

- VI.** Explain the formal evaluation process you have established for measuring the effectiveness of the programs and for making periodic adjustment of goals and objectives. How does your evaluation process relate to the baseline data required by HUD? **(If you have not yet established this process, use the Milestones and Tasks table to list the steps you will take.)**

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TO BE ACCOMPLISHED:

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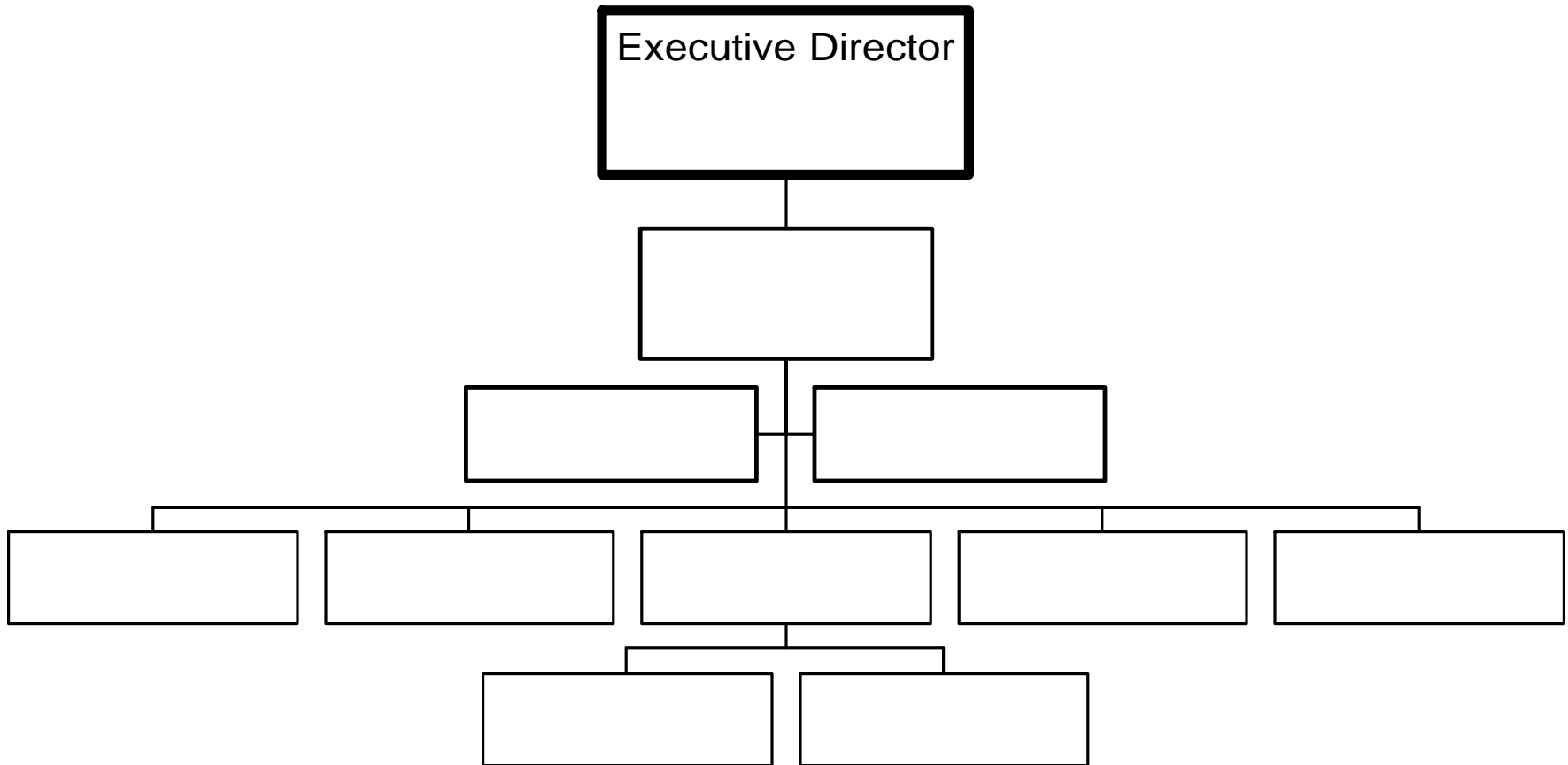
COMMUNITY AND SUPPORTIVE SERVICES WORKPLAN

VII. Describe the organizational structure for implementation of the CSS component. Will this component be managed in-house or out-sourced to consultants? What is the role of the HOPE VI Coordinator in the management of daily CSS activities? What role do the service providers and residents play during implementation. **(Also attach an organizational chart.)**

ACCOMPLISHED TO DATE:

TO BE ACCOMPLISHED:

ORGANIZATIONAL CHART



COMMUNITY AND SUPPORTIVE SERVICES WORKPLAN

VIII. Describe the policies and procedures to be used for case management in tracking services delivered to HOPE VI residents. Also describe your process for each stage of relocation including: preparation for relocation; the physical moving of residents; tracking of services delivered to relocated residents; and the eventual return of residents. **(Use the Milestones and Tasks table to provide details of any activities you plan to undertake.)**

ACCOMPLISHED TO DATE:

COMMUNITY AND SUPPORTIVE SERVICES WORKPLAN

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COMMUNITY AND SUPPORTIVE SERVICES WORKPLAN

- IX.** For programs and services to be provided to residents describe the current and planned physical facilities including information on location (on-site/off-site). (Use the Milestones and Tasks table to provide details of any activities you plan to undertake.)

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TO BE ACCOMPLISHED:

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COMMUNITY AND SUPPORTIVE SERVICES WORKPLAN

- X.** Describe what actions will be taken over the course of this plan to ensure that CSS activities are sustainable beyond the HOPE VI grant. Will the Community Task Force provide additional funding and services in the post-HOPE VI era? If yes, explain. If no, what other strategy is being considered? (Use the Milestones and Tasks table to provide details of any activities you plan to undertake.)

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